

C O M M O N W E A L T H   O F   P E N N S Y L V A N I A  
DEPARTMENT OF WELFARE

MINIMUM STANDARDS

FOR

COUNTY HOMES

Charles I. Engard

Secretary

1938

Bulletin No. 74

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## MINIMUM STANDARDS FOR COUNTY HOMES

Each County Home must be so planned, organized, equipped, manned, and administered as to furnish adequate care to the persons admitted.

The Department of Welfare establishes the following minimum standards of plant, equipment, service and administration as being necessary for the proper care and treatment of persons admitted to County Homes:

### PLANT, EQUIPMENT AND ROUTINE PROCEDURE

The physical plant must be adapted to the services to be performed.\*

The Home shall comply with the laws of the Commonwealth and the ordinances of the city or county in which it is located relating to sanitation equipment, fire protection, safety devices, building regulations and maintenance, and report inspections annually to the Department of Welfare.

All buildings shall be fire resistant and have at least minimum requirements for Safety.

Plans for new buildings or alterations to old structures must be approved by the Department of Welfare.

The Home shall be supplied with potable water, tested at least annually.

The Home property shall be drained in accordance with the rules and regulations of the Department of Health relating to house drainage.

\* A careful study is necessary in each county to fit its individual needs.

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All toilets must be ventilated to the external air and shall be provided on the minimum basis of one for not more than every twelve persons.

The Home shall be equipped with heating appliances of a capacity sufficient to maintain those parts of the building occupied or used by guests, at a temperature of not less than 70 degrees Fahrenheit during the coldest weather.

Adequate bathing facilities shall be provided for every guest. Both hot and cold water shall be furnished in sufficient amounts for sanitary purposes.

Artificial lighting shall be only by electricity.

Buildings shall be kept free from dampness, and cellars and basements shall be clean and dry.

Doors and windows shall be fitted with screens during the season when flies and mosquitoes are prevalent.

Kitchens shall be light, well ventilated and adequately equipped according to standards approved by the Bureau of Institutional Management. A diet, suitable and sufficient for the needs of the inmates shall be served.

Suitable recreation or sitting rooms shall be provided.

Space between beds shall be at least 18 inches. A comfortable bed shall be provided for each person with separate mattress, pillow, sheets and blankets.

Individual towels, washcloths, racks, and clothing shall be provided.

Individual lockers for clothing and personal effects shall be provided.

All bed linen shall be promptly changed when soiled



or wet and shall be thoroughly cleaned by modern laundry methods. All bed clothing shall be changed at least once in each seven days.

#### CARE AND TREATMENT

##### Health

Every guest admitted to the Home shall be given a complete physical examination before acceptance.

##### Hospital

In counties of the 1st, 2nd, 3rd, and 4th classes, complete hospital facilities shall be provided.

##### Nursing Service

In each county an adequate nursing staff shall be employed. At least one of these nurses shall be a registered nurse.

#### INSPECTION

Inspection of the physical plant and equipment by the Commonwealth through its duly authorized officers, agents, or employes, shall be permitted at all times.

Provision for isolation shall be made, according to the needs of the county institution district.

#### RECORDS

Such records as required by the Department of Welfare shall be kept.\*

\* W.B.C. 11 - Individual Record - Not later than 5th of month.

W.B.C. 16 - Movement of Population - Not later than 5th of month.

Children under care Annual Report - submitted by 15th of January.



Commissioners present at meeting held November 22.  
1937:

James B. Miller - President  
John N. O'Neil - Ex President  
Albert J. Crawford  
John W. Rankin  
James A. Kell  
John F. Royer

